

Minutes from Pre-Proposal Conference of July 9, 2013
RFQ No. SRP380-13-Q-0059
Copier Rental Services for the U.S. Embassy Manila

Introduction

The Contracting Officer, Ms. Nenita V. Whitaker, welcomed all attendees to the pre-proposal conference. All attendees introduced themselves at the start of the conference.

Discussion of the Solicitation Package

The following sections of the solicitation were highlighted.

SF1449 cover sheet (Page 1)

- Block 8: Deadline of submission of offers: **July 24, 2013, no later than 4PM, to the C&P Office or at the Harrison Gate. NO EMAIL SUBMISSIONS PLEASE!**

Section 1.1 Performance Work Statement (page 3)

- photocopier supplies and services based on a firm fixed price (cost per copy) charge at the locations specified.

- Photocopier machines to be provided shall be in good working condition.

- The Performance Work Statement shall be amended to include NOX2 to have a requirement of 110V copiers without transformers.

- refer to Attachment 1 for the detailed Performance Work Statement

The contract is an Indefinite-Delivery Indefinite-Quantity type of contract under which the Government will order all work by placing/ issuing firm-fixed price* TASK ORDERS.

Task orders should be signed by the Contracting Officer.

* **Firm fixed price.** Price is not subject to adjustments due to any escalation in the cost of labor, materials, transportation or inflation rate, or because of the contractor's failure to properly estimate or accurately predict the cost or difficulty of achieving the results required, or due to fluctuations in currency exchange rates.

Section 1.2, Period of Performance (page 4)

The Period of Performance is from the date of contract award and continuing for 12 months with 1 option year to renew.

If the Government decides to exercise the option to proceed with the contract for another year, we will prepare a modification.

Section 1.3, Pricing (page 4)

All prices are set forth in Philippine currency.

Contractor shall provide the following copier models for the cost per copy firm fixed prices.

*estimated copy per month column represents the estimated total number of copies for all copiers combined, within that location.

- The Embassy will pay no monthly lease charge, maintenance, toner or other copier supplies charges under this cost per copy arrangement. No other charges will be accepted.

Section 1.3.1 Base Year of Service Prices (page 5)

- A question regarding the breakdown of estimated colored and black & white copies for IM/DCSU's colored copier came up. C&P will request clarification from IM/DCSU and issue an amendment to reflect the estimated number of colored and black & white copies.

Section 1.3.2 First Option Year of Service Prices (page 8)

Fill out all the blank spaces (unit cost, total cost, grand total, etc.).

NOTE: The USG has the right to decide if they will exercise the option to proceed with the contract for another year.

Section 1.4 Issuance of Task Orders (page 10)

Each task order will set forth a ceiling price.

Section 1.6 Invoices (page 11)

Submit invoices to the Contracting Officer's Representative through the Financial Management Center (FMC)

Section 1.8 Key Personnel (page 13)

Assign a key person to this contract.

Section 1.12 VAT (page 14)

The U.S. Government is exempt from payment of taxes on its official purchase of goods and services in the Philippines based on reciprocity and pursuant to BIR Ruling ITAD-34-99, dated October 18, 1998 and Department of Foreign Affairs Indorsement dated October 6, 2006.

Thus, VAT shall not be included in the prices for the services listed in this solicitation as it is not applicable.

Attachment 1 – Performance Work Statement (page 15)

Required to supply key operators for Seafront and Chancery compounds

Attachment 2 – Estimated Machine Requirement Schedule (page 21)

Section 2 – Contract Clauses (Page 29)

FAR 52.222-50, Combating Trafficking in Persons

The USG has a zero tolerance policy. Every instance of trafficking will be examined and could result in termination of employees or subcontractors, suspension of contract payments or contract terminations.

FAR 52.204-7, Central Contractor Registration

An offeror is required to be registered in the CCR database prior to submission of an offer.

*All offerors should have a DUNS number to be able to register in the CCR database.

Section 3 – Solicitation Provisions (Page 43-44)

**Failure to submit the required number of copies may render the proposal unacceptable and may not be considered for evaluation.

Section 4 – Evaluation Factors (Page 47)

The Government intends to award the contract to the lowest priced, technically acceptable, responsible offeror.

Section 5 – Representations and Certifications

Offerors should answer all that applies to their companies. If it does not apply, they should not leave it blank but place “N/A” or “Not Applicable” on the space required in the solicitation.

Conclusion

The discussion concluded and attendees were thanked for their presence and expression of interests in serving the U.S. Government. The meeting was adjourned.